
MHFI Director of Operations: Summary of Work Undertaken in February 2012

Tasks included ...

- Arranging and minuting a meeting (Dublin - Belfast videolink) of the Young Men and Suicide Project Advisory Group (1st February).
- Liaising with NSRF with regard to recruitment requirements, registration forms, resource kit, and training outline for the Mind Yourself Train the Trainers programme.
- Teleconferencing with YouthAction NI about the evaluation systems for the Young Men's Reference Group (8th February), minuting this meeting, and maintaining weekly contact with the facilitators.
- Maintaining regular telephone / email contact with the Colin Suicide Prevention Task Force.
- Teleconferencing with Inspire Ireland about the Work Out programme in Ireland (9th February and 20th February), and minuting these calls.
- Disseminating the outcomes of the Australian Work Out trial to members of the Project Advisory Group and MHFI's Management Committee.
- Testing the content, features and functionality of the online Beta version of the Work Out programme. Also, researching and suggesting content for an Irish Support Services page.
- Recruiting Irish testers for the Work Out programme.
- Identifying members for the MHW 2012 all-island Planning Group, issuing invitations to the first meeting, making all practical arrangements for this video-conference event, chairing part of the agenda, and minuting the outcomes (held on 8th February).
- Coordinating the field-testing of poster concepts and taglines for MHW 2012.
- Meeting with Ruth Fitzsimmons, BMA NI, to enlist their support for MHW 2012 (7th February).
- Researching options for MHW 2012 freebie giveaways.
- Submitting an MHFI funding application to the HSE for MHW 2013.
- Negotiating funding to underwrite the design and printing of posters and images for MHW 2012.
- Delivering a Man Matters training session to staff from Splash Sure Start on the importance / practicalities of engaging with fathers (6th February).
- Contributing to the organisation of the Man Matters / ARK seminar on 'The Impact of Recession on Men's Health' (14th February).
- Meeting with the SHSCT Men's Health Network to help them to plan their 'Framework for Men's Health' training (16th February).
- Convening a meeting to plan the Man Matters' Men's Sheds seminar in March. Prepared and disseminated the final draft of the recruitment flier.
- Arranging Man Matters support for a men's health workshop titled 'Jest for the Health of it'.
- Proofing the Man Matters Briefing Paper on 'Understanding Fatherhood'.
- Participating in a teleconference with staff from Eircom, and minuting the outcomes (9th February). Arranged a series of Focus Groups with Eircom staff throughout Ireland.
- Helping to promote a conference (NUIM) on Ethnographic Approaches to Male Suicide in Ireland.
- Briefing Adrian Mairs (Implementation Lead for the National Abdominal Aortic Aneurysm Screening Programme for Men) on the benefits of launching the new scheme during Men's Health Week 2012.
- Contributing to the AAA Public Information Sub-Group in relation to finalising the materials.
- Pursuing outstanding invoices (University of Aberdeen, Man Matters, Eircom and PHA).
- Arranging a meeting with GlaxoSmithKline (GSK) to discuss the potential for GSK funding for MHFI projects. Solicited and collated project suggestions from the MHFI Management Committee.
- Monitoring the progress of MHFI's Company Return to the Corporation Tax Branch of HM Revenue and Customs.
- Overseeing the development and testing of new features and functionality for the MHFI website in partnership with Noostyle Design.
- Representing MHFI at a meeting of the Gender Advisory Panel within OFMDFM (3rd February).
- Researching / producing / disseminating the March 2012 edition of 'E-Male Matters'.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website.
- Undertaking ongoing miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo E-Mail Group; actioning issues raised by the MHFI Board of Trustees; expanding, updating and rationalising MHFI's electronic mailing lists ...